

### **SECTION 3 - PUPIL MEMBERSHIP COUNT REQUIREMENTS**

A local or intermediate school district's state aid is based on membership counts of eligible pupils legally enrolled on or before the specified count day. A pupil's eligibility for membership purposes is based upon enrollment, age, residency, class schedule and attendance.

#### **A. Count Days**

The pupil membership count days established in the State School Aid Act are as follows:

##### Regular School Year

Fourth (4<sup>th</sup>) Wednesday in September  
Second (2<sup>nd</sup>) Wednesday in February\*

##### Extended School Year

Fourth (4<sup>th</sup>) Wednesday in July  
Fourth (4<sup>th</sup>) Wednesday in September  
Second (2<sup>nd</sup>) Wednesday in February\*  
Fourth (4<sup>th</sup>) Wednesday in April

\*For a district not in session on the supplemental count day, the immediately preceding day on which the district is in session must be used.

#### **B. Pupil Eligibility Requirements for Membership Purposes**

A local or intermediate school district may count a pupil for membership if the district has evidence that all the following occurred:

1. **Pupil Enrollment** - The pupil was enrolled in the local or intermediate school district on or before the specified count day. Enrollment means the actual appearance, in person, at a school at any time during the current school term with the intent to attend school. This enrollment or registration process constitutes the act of becoming a pupil of the school district. A pupil unable to appear at school due to physical incapacity or illness, attested to by a physician or equivalent licensed authority, may be enrolled by an agent of the school district who personally contacts the pupil.

**NOTE:** Homeless children may either enroll in their school of origin or the district in which they are actually living without regard to state law. Schools are to immediately enroll these children once their status is validated.

2. **Pupil Age Requirement** - The Michigan Compulsory Attendance law requires a parent, legal guardian, or other person having control of a child age six to sixteen to send the child to public school during the entire school year, except under limited circumstances. Those circumstances include, but are not limited to, sending the child to a state-approved, nonpublic school or educating the child at home in an organized

educational program. The age requirements, which apply to pupils who are counted for membership purposes, are as follows:

- U A general education pupil was five years of age on or before December 1 and less than 20 years of age on September 1 of the school year and does not have a G.E.D. certificate or has not earned a high school diploma.
- U A special education pupil was less than 26 years of age on September 1, was enrolled in and received instruction in a special education program approved by the Department, and/or received transition services as described in an individualized education program and did not have a high school diploma.
- U The pupil was 16 years of age as of September 1 of the school year if the pupil was educated in an alternative education program where adult education participants were educated in the same program or classroom.

**3. Verification of Identity and Age** - The local school district must verify birth dates of all pupils entering school for the first time. Birth dates may be verified through a variety of methods, including:

- U Birth certificate
- U Baptismal certificate (indicating date/place of birth)
- U Court records
- U Governmental records (county, military, immigration)
- U Doctor or hospital records with a sworn statement
- U Family records (Bible or passport)
- U Life insurance policy

**NOTE:** The Michigan Missing Children's Act (M.C.L. 380.1135) requires that the school district must notify the person enrolling at school for the first time that within 30 days he or she must provide to the district either a certified copy of his or her birth certificate **or** any other reliable proof of identification and age along with an affidavit explaining the inability to produce a copy of the child's birth certificate. (The district may copy the enrolling pupil's birth certificate for the pupil's files; however, the district cannot legally retain the pupil's actual birth certificate.)

**4. Pupil Residency** - A district may enroll resident and nonresident pupils alike; however, the district of residence must be determined for reporting purposes. A district may require reasonable verification that a pupil meets the requirements for being considered a resident of the school district. Sources of documentation to verify residency status may include: rent receipts, utility bills, property tax bills, voter registration, and driver's license. Verification may also include establishing the placement with a relative for the purpose of a suitable home and not for educational purposes. A pupil may also meet the residency requirements under the Stewart B. McKinney Homeless Assistance Act or various exceptions included in the State School Aid Act. For more information on residency related information, see Section 4 - Pupil Residency.

5. **Class Schedule** - The individual pupil's class schedule must indicate the pupil's name, identification number, courses and course numbers the pupil is enrolled in, the instructors' names, and the day and time this pupil is scheduled for each course. This class schedule is used to aid in determining the pupil's FTE count.
6. **Pupil Attendance** - Local boards of education have the authority to adopt attendance policies addressing the number of days a pupil may lose due to illness or other causes. Although the law does not mandate that school district policies distinguish between excused and unexcused absences, the State Board of Education has taken the position that districts should make this distinction. Counting the pupil for membership purposes on the specified pupil count day means that the pupil was in attendance and received instruction in all classes on the count day (documented by the appropriate attendance records), or appropriately met one of the following criteria:
- The pupil had an authorized excused absence on the count day and attended all classes at least once within 30 calendar days of the count day.
  - The pupil had an unexcused absence on the count day, was enrolled and in attendance prior to the count day, and attended all classes at least once during the next ten consecutive school days.  
(See 5N Suspension and Expulsion.)

**C. Regulatory References**

State Aid Act Sections:

388.1606(4)(1)  
388.1606(4)(m)  
388.1606(4)(o)  
388.1606(a)  
388.1606(7)(a)  
388.1606(7)(b)  
388.1606(8)

Administrative Rules:

340.2  
340.3  
340.4  
340.5

**Q #1**

District A operates on a block schedule. Blocks 1, 3, 5, and 7 are in session on count day. Blocks 2, 4, 6, and 8 are not in session until the following day. The student attended all four blocks on the count day. The student has not returned to school since count day. Does the district get a full FTE for this student since he attended school all day on count day?

A #1

Section 6(8), of the State School Aid Act, requires that attendance be taken class-by-class on count day. Since blocks 2, 4, 6, and 8 were not in session on count day, the district must use the following day to take attendance in blocks 2, 4, 6, and 8. The student must be in attendance during the 10/30 day rule for the district to count that student in membership for those four blocks. Section 6(8) also specifies that a student who is ineligible to be counted for a full FTE because the student had not returned to “each” class may be counted for a pro-rated FTE. Since the student has not returned to school during the 10/30 days, the district may count .5 FTE for that student.

Q #2

Student had an unexcused absence on count day. The student returned on Friday which was the tenth day that school was in session following the count day; however, there was a bomb scare and the first and second periods were not in session on that tenth day. May the district count the student for first and second periods although he was not in attendance in those two classes or may the district use the following Monday as the tenth day?

A #2

The 10-day rule for unexcused absences on count day is based upon the district being “in session”. Since the district was in session for third –sixth period on Friday and Friday was the tenth day that school was in session after the count day, the district must use Friday as the tenth day for third – sixth periods. Monday may be used as the tenth day following count day for first and second periods.

Q #3

The district operates on an eight blocks schedule. Blocks 1, 3, 5, and 7 are in session on Monday, Wednesday, and every other Friday. Blocks 2, 4, 6, and 8 are in session on Tuesday, Thursday, and the opposite Friday. The district used the pupil attendance on the Tuesday prior to the supplemental count day for blocks 2, 4, 6, and 8. The student was suspended all of count week. The district has had two snow days since the supplemental count day. The district’s attendance policy treats suspensions as “unexcused” absences. Is the ten-day rule ten days following count day? If the student returns on the tenth day may the district count the pupil for a full FTE?

A #3

The ten-day rule is ten days that school is in operation from the day that the pupil count was taken. Thus, the ten-day rule for blocks 2, 4, 6, and 8 would be on the tenth day that the district was “in session” following the Tuesday the district used to take the count. The ten-day rule for blocks 1,3,5, and 7 would end on the tenth day that the district was in session following the Wednesday count date. The student must return to each block that he is enrolled in on or before the ten days are up or the district must pro-rate the FTE.

Q #4

District A faxed the pupil’s records to District B. Among those records was a copy of the

pupil's birth certificate. Is this good enough or must District B copy the certified copy of the pupil's birth certificate?

A #4

No, the Missing Children's Act requires that the parent(s) or legal guardian provide a certified copy of the pupil's birth certificate. "Provide" simply means that the parent shows the certified copy of the pupil's birth certificate to the administrator who is completing the enrollment procedure. It does not mean keeping the pupil's birth certificate or even copying the birth certificate. A checklist, which includes the statement that the parent presented a certified copy of the pupil's birth certificate, is sufficient.